



*Memphis and Shelby County*  
*Office of Planning and Development*  
CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR  
ZONING DISTRICT RECLASSIFICATION APPROVAL

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Property Owner Of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Equitable Owner / Developer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Agent: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address Location: \_\_\_\_\_

Distance to nearest intersecting street: \_\_\_\_\_

	Parcel 1	Parcel 2	Parcel 3
Area in Acres:	_____	_____	_____
Existing Zoning:	_____	_____	_____
Requested Zoning:	_____	_____	_____
Shelby County Tax ID # (Ward / Block / Parcel):	_____	_____	_____
Deed Instrument #:	_____	_____	_____
Existing Use of Property:	_____	_____	_____
Adjacent Roads: Street Name	Linear Feet of Frontage		Existing Street Width
A. _____	_____		_____
B. _____	_____		_____
C. _____	_____		_____

Public Utilities - Existing Source of:

	<u>WATER</u>	<u>SEWER</u>
City of _____	___ Yes ___ No	___ Yes ___ No
Shelby County Board of Public Utilities	___ Yes ___ No	___ Yes ___ No
Private Well/Septic Tank	___ Yes ___ No	___ Yes ___ No

I (we), hereby make application for the Zoning District Reclassification described above and on the accompanying materials. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

Property Owner of Record

Date

Equitable Owner

Date

For Office Use Only

Application Fee: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash/Money Order: \_\_\_\_\_

**GUIDE FOR COMPLETING ZONING DISTRICT MAP AMENDMENT APPLICATION**  
**CONSULTATION WITH OPD STAFF IS ENCOURAGED PRIOR TO FILING APPLICATION**

A. **THE APPLICATION** - Twenty (20) collated sets of this application in accordance with the requirements of the Zoning Ordinance as outlined below shall be submitted. For additional information concerning these requirements please contact OPD Land Use Control Section staff at (901) 576-6619. The following information is required to be submitted for consideration as a complete application and except for copies of the application form shall be provided on sheets 8.5"x11" in size. All blue line prints shall be folded to a size not over 9"x14" with title facing out. The original green application form plus nineteen (19) white copies of the application shall have all applicable items completed and legibly printed or typewritten. Each application set shall be compiled in the following order as shown below:

- 1- Green Application, Plot Plan 8.5"x11" & Transparency, Legal Description, Vicinity Map & Transparency, 2-3 Sets of Gummed Mailing Labels (1"x3"), 2-3 Sets of Mailing Labels on Paper, Film Overlays, 3 C-P General Plan 20"x24" Blue Line Prints if required
- 19- White Applications, Plot Plans 8.5"x11", Legal Descriptions, Vicinity Maps 8.5"x11", C-P Plan General Plan 20"x24" Blue Line Prints if required.

B. **PLOT PLAN AND LEGAL DESCRIPTION**

- 1) Twenty (20) prints and one (1) transparency or film positive of plot plan, drawn to scale (1"=50', =100' or =200'), showing each parcel proposed to be reclassified, as referenced to public street rights-of-way. Two or more contiguous parcels may be described on the same sheet. If property is encumbered by easements, show type and location on plot plan.
- 2) Twenty (20) copies of legal description shall be separately attached to plot plan if not shown or described thereon.
- 3) For C-P District Map Amendments please submit twenty (20) prints and one (1) transparency of a General Plan showing: (a) Property boundary lines and dimensions, (b) available utilities and easements, (c) roadways, rail lines and public rights-of-way crossing and adjacent to the subject property; and (d) the location of points of ingress to and egress from the site. General Plans for the C-P District shall be drawn at a scale of not less 1"=100' for developments of less than 150 acres, 1"=200' for developments between 150 and 1,000 acres, and 1"=300' feet for developments in excess of 1,000 acres.

C. **VICINITY MAP**

- 1) Twenty (20) prints and one (1) transparency showing the subject property (boldly outlined) and all parcels within a 500-foot radius if within the City, or a 1,500 foot radius if within the County. Show for each parcel its dimensions, owner's name and public streets, alleys or private drives that it abuts.
- 2) Three (3) prints and one (1) transparency or film positive of vicinity map without the owner's name.

D. **LIST OF NAMES AND ADDRESSES**

- 1) Two (2) complete lists of names and mailing addresses, with zip codes, of all owners shown on the vicinity map typewritten on self-adhesive gummed-back labels (1"x3") and ordinary paper. Three (3) lists of gummed-back labels and ordinary paper are needed for subject properties located in unincorporated Shelby County but within five (5) miles of the Memphis city limits.
- 2) Five (5) gummed-back labels each of the (a) owner of record, (b) equitable owner, (c) authorized agent and/or (d) engineer/surveyor.

E. **FILING FEES**

- 1) 5.0 Acres or less = \$500 (C-P Zoning = \$1,000), Each additional acre or fraction thereof = \$50 (C-P Zoning = \$75), Maximum = \$5,000 (C-P Zoning = \$5,000). L.U.C.B. property owner renotification = \$50, plus 50 cents for each label over 100. Make check payable to "M/SC Office of Planning and Development".
- 2) The applicant shall pay a City Council and/or County Commission public hearing fee (City = \$375.00; County = \$165.00 plus \$25.00 for 25 or less vicinity property owners or \$50.00 for 26 or more property owners) prior to said hearing to the City Council Records Office or the County Minutes Office. All Fees Are Subject To Change Without Prior Notice